

# CALL TO ARTISTS AND CRAFTSPEOPLE

## Arts on the Arcade Summer Arts & Crafts on City Hall Plaza

Mayor Thomas M. Menino and the Mayor's Office of Arts, Tourism and Special Events, in collaboration with the Boston Redevelopment Authority, are seeking Boston artists/craftsperson to participate in **Arts on the Arcade** located along the Cambridge Street side of City Hall Plaza.

### EVENT DATES AND TIMES

July 7 - August 25, 2010.

Wednesdays 11:00 am – 3:00 pm.

***Please note event dates are subject to change with prior notification.***

### DEADLINE FOR SUBMISSION

All applications must be received by 5:00 pm, Friday, May 14, 2010, in the Mayor's Office of Arts, Tourism and Special Events, Room 802, Boston City Hall.

### PROGRAM DESIGN

- The purpose of the program is to give area artists/craftspeople an opportunity to exhibit and sell their work.
- No fee or commission is collected from participants.
- Preference will be given to artwork priced under \$500.00.
- In an attempt to highlight as wide a range of artists as possible each selected artist/craftsperson will be assigned three (3) arcade dates.
- Preference will be given to Boston based artists, but all are welcome to apply.

### SELECTION PROCESS

- All work must be original and handcrafted by the artist (sales representatives and agents are not eligible). Mass produced or manufactured works are not acceptable.
- The Community Arcade Exhibition Committee reserves the right to reject any work not represented in submitted applications.
- The Community Arcade Exhibition Committee will make the final selection of presenters based on the following criteria:
  - ✓ Artistic quality
  - ✓ Variety of artistic disciplines and cultural traditions
  - ✓ Appropriateness for Arcade setting and audience

## EXHIBITION SPACE

- Each exhibition space is covered by a 10' x 10' awning tent, and includes one 72"x30" table and 2 chairs provided by the city.
- The artist is responsible for personal signage, table covering and layout including brochures, business cards and any other promotional materials. The Artist is responsible for disposing of their trash. Artists cannot use the barrels at the Arcade to dispose of their trash. There will be one space per artist or arts organization.

## SET-UP

- Artists and craftspeople are responsible for transporting artwork to and from the site, installation and display.
- All work must be set up between 9:30 am & 10:30 am, ready for sales by 11:00 am.
- Exhibiting artists or an assistant must be in/or near the space during ALL hours of operation Mondays and Wednesdays 10:00 am – 3:00 pm. **NO WORK CAN BE LEFT UNATTENDED.**
- Arts on the Arcade closes at 3:00 pm. Load-out is to follow immediately.
- **PARKING-** Prior to arrival, the Arcade Manager must receive artists' license plate number of the vehicle they will use to unload their artwork onto the site. After load-in vehicles will be required to leave by 10:30 am. Please note, the Arcade does not provide parking. Public parking is available in the vicinity but is the sole fiscal responsibility of the artist.
- There is no fee to participate but **cancellations must be made at least 48 hours in advance. Otherwise the artists will forfeit their remaining exhibit dates.**
- The City of Boston is not responsible for damage to work caused by the elements, theft, and/or vandalism.

## SALE OF WORK

- All prices for artwork must be visible to the public. Artist(s) retain 100% of sales. The artist is responsible for collecting sales tax.
- Each artist must secure his or her own insurance.

## ARTS ON THE ARCADE APPLICATION

### PLEASE PRINT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

### MY WORK IS:

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### CHECKLIST

Please attach the following items to completed application:

- ☐ 6 Jpegs representative of work to be sold. (Jpegs can be either mailed on a CD or emailed).
- ☐ Enclosed jpeg image description sheet.
- ☐ Resume or brief description of your art experiences.
- ☐ One-paragraph summary about the type of work you are presenting.
- ☐ Please submit a suitable self-addressed stamped envelope (SASE) if you would like your proposal/support materials returned to you. (The Mayor's Office of Mayor's Office of Arts, Tourism and Special Events is not responsible for loss of/or damage to support materials that are not accompanied by suitable SASE)

### DEADLINE FOR SUBMISSION

5:00 pm, Friday, May 14, 2010

(Late applications will be accepted depending on space availability)

Notifications sent out week of June 1, 2010

### MAIL OR EMAIL COMPLETED APPLICATIONS TO:

Arts on the Arcade

Attn: Arreen Andrew

Mayor's Office of Arts, Tourism and Special Events Boston City Hall, Room 802

Boston, Massachusetts 02201

Phone: 617/635-2437 Fax: 617/635-4428

Arreen.Andrew@cityofboston.gov